

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

Web Address: [HTTP://SIAAB.AUDITS.UILLINOIS.EDU](http://SIAAB.AUDITS.UILLINOIS.EDU)

MINUTES

Board Meeting – October 9, 2018

1:00 p.m.

CALL TO ORDER

A meeting of the State Internal Audit Advisory Board (SIAAB) was held at the Capital City Center, Room 104, Springfield, Illinois, with video conferencing available at the JRTC, Room 9-036, Chicago, Illinois. The meeting was called to order at 1:02 P.M. by Chair Leighann Manning in Springfield.

ROLL CALL

Members Present/Location:

Leighann Manning (Chair), Office of the Treasurer – Springfield
Gary Shadid, Illinois Office of the Comptroller – Springfield
Rex Crossland, Department of Employment Security – Springfield
H. Jay Wagner, Office of the Attorney General - Springfield
Natalie Covello, Department of Commerce and Economic Opportunity – Video Conference - Chicago
Amy De Weese, Department of Human Services – Springfield
Jack Rakers, Department of Central Management Services - Springfield
Brent Nolen, Illinois State Police - Springfield
Jamie Nardulli (Vice Chair), Department of Healthcare and Family Services - Springfield

Members Absent:

Julie Zemaitis, University of Illinois – (Notified Chair)
Stell Mallios, Office of the Secretary of State – (Notified Chair)

MINUTES

A motion to approve the minutes for the September 11, 2018 SIAAB meeting was made by Mr. Crossland. The motion was seconded by Mr. Shadid. Ms. De Weese abstained. The motion passed.

PUBLIC PARTICIPATION

None.

REPORTS AND UPDATES

CPE Coordinator

Ms. Manning reported that one person completed the SIAAB on-line training course and one person registered for the training course since the last Board meeting.

Quality Assurance Coordinator

Ms. Nardulli reported that an acceptance letter has been sent to the Illinois Office of the Comptroller regarding their Quality Assurance Review (QAR) request. Ms. Nardulli also reported that the Department of Commerce and Economic Opportunity (DCEO) submitted a team request for their QAR. A motion was made by Mr. Wagner to approve the DCEO request pending completion of the SIAAB on-line training course by the reviewer. The motion was seconded by Mr. Crossland. Ms. Covello abstained. The motion passed.

Ms. Nardulli provided a template to the Board of the letter sent by the Board to agencies regarding late QAR's. Ms. Nardulli requested Board approval to draft and send the letters to the Department of Children and Family Services, Department of Military Affairs, Department of Commerce and Economic Opportunity, Department of Natural Resources, Department of Veterans Affairs, Chicago State University and Northern Illinois University. The draft letters will be sent to Board members for review with comments due by October 17, 2018. Mr. Shadid made a motion to approve the composition and sending of the letters with the comment period. Mr. Nolen seconded the motion. The motion passed.

FOIA Officer

Ms. Manning stated there was nothing to report.

Guidance Coordinator

Ms. Manning reported that Ms. Zemaitis is currently reviewing the GAO's Yellow Book of Generally Accepted Government Auditing Standards requirements for continuing professional education (CPE) and comparing to the SIAAB requirements regarding CPE. In addition, the Board discussed requiring State Internal Auditors to obtain forty hours of CPE each year. The current guidance requires Internal Auditors to obtain eighty hours every two years. The topic will be presented at the Chief Internal Auditor Roundtable during the SIAAB Fall Conference.

OLD BUSINESS

Fall Government Auditing Conference

Mr. Wagner reported that there are currently 120 registrants for the SIAAB Fall Conference and there are currently 60 registrants for the roundtables.

NEW BUSINESS

Ms. Manning reported that the meeting to be held in February 2019 will be rescheduled due to a conflicting State Holiday.

ANNOUNCEMENTS

The next regular meeting is scheduled for November 13, 2018, at 1:00 p.m. The meeting will be at the Capital City Center's Video Conference Room #104, 130 West Mason, Springfield, Illinois. For those attending via video conference in Chicago, Room 9-036 of the James R. Thompson Center (JRTC), 100 W. Randolph St., will be reserved.

ADJOURNMENT

A motion to adjourn was made by Ms. Nardulli, seconded by Mr. Wagner. Motion carried unanimously. Meeting adjourned at 1:49 P.M.